



**SAMPLE
ENVIRONMENTAL STUDY REQUEST**

☐ ORIGINAL REQUEST

☐ REVISION NO. _____

TO: _____
Environmental Coordinator

FROM: _____
Project Engineer

UNIT: _____

**ACTION
Requested**

- ☐ Preliminary Environmental Assessment Report (Pear)(PSR/PSSR Information)
☐ Environmental Compliance Document
☐ Permits
☐ Safety Project (010 Programming Code)
☐ Geotech Studies

CO/RTE/PM

Unit/Senior TE Name

Date Requested

Funding Source (needed to ensure compliance w/NEPA &/or CEQA)

- ☐ State ☒ Federal
☐ Local ☐ Measure Funded
☐ Other

Project Manager

Target PA&ED

EFIS Project Number:
EA:

PURPOSE AND NEED STATEMENT

PROJECT DESCRIPTION/REASON FOR REVISION (Project description should explain in detail boxes that are checked below)

PRELIMINARY DESIGN INFORMATION

Does the project involve any of the following? Please check the appropriate boxes and delineate on attached ESL map, plan or layout including any additional pertinent information:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> New alignment | <input type="checkbox"/> Construct access roads | <input type="checkbox"/> Ramp closure | <input type="checkbox"/> Retaining/Sound walls |
| <input type="checkbox"/> Road realignment | <input type="checkbox"/> Disposal/borrow site(s) | <input type="checkbox"/> R/W acquisition | <input type="checkbox"/> Pile driving |
| <input type="checkbox"/> Road widening | <input type="checkbox"/> Equipment staging area | <input type="checkbox"/> Temporary easements | <input type="checkbox"/> Seasonal constr. window |
| <input type="checkbox"/> Bridge work | <input type="checkbox"/> Drainage/culverts | <input type="checkbox"/> Utility relocation | <input type="checkbox"/> Night work |
| <input type="checkbox"/> Road cut/fill | <input type="checkbox"/> 100 yr. floodplain | <input type="checkbox"/> Ground disturbance | <input type="checkbox"/> Blasting |
| <input type="checkbox"/> Detours | <input type="checkbox"/> Est clear recovery zone | <input type="checkbox"/> Vegetation removal | <input type="checkbox"/> Stream channel work |
| <input type="checkbox"/> Grinding | <input type="checkbox"/> Railroad | <input type="checkbox"/> Removal of trees | <input type="checkbox"/> Other: _____ |
| | | <input type="checkbox"/> Trenching-max depth _____ | |

DESCRIBE ADDITIONAL RIGHT OF WAY REQUIRED:

No. of Parcels Impacted: _____

Rights of Entry requested by: _____

Date of request: _____

WORK ON PUBLIC LANDS

- ☐ USFS ☐ State Park
☐ National Park ☐ Unknown
☐ Other _____ ☐ BLM

TECHNICAL STUDIES REQUESTED

(Or Expected Request Date)

Requested By:

- ☐ Flood Plain Encroachment Evaluation
☐ Traffic
☐ Geologic/Geotechnical
☐ Hazardous Waste
☐ Landscape Architecture/Planting
☐ Erosion Control
☐ NPDES
☐ Structures APS
☐ District/Structures Hydraulic Study
☐ Other _____

ADDITIONAL DOCUMENTS ATTACHED	(Or Expected Date Available)	Comments
<input type="checkbox"/> Project Location Map	_____	_____
<input type="checkbox"/> ESL Map	_____	_____
<input type="checkbox"/> Preliminary Plans-Layouts	_____	_____
<input type="checkbox"/> PR, PSR, PSSR, Etc.	_____	_____
<input type="checkbox"/> Typical Cross Sections	_____	_____
<input type="checkbox"/> Right of Way maps	_____	_____
<input type="checkbox"/> Aerial photos showing limits of R/W	_____	_____
<input type="checkbox"/> Photos/Video	_____	_____
<input type="checkbox"/> Photos/Video	_____	_____
<input type="checkbox"/> Borrow/Disposal Site Location Map	_____	_____
<input type="checkbox"/> Specs.(i.e. clean & paint bridge work)	_____	_____
<input type="checkbox"/> Other _____	_____	_____

ADDITIONAL INFORMATION (i.e. If the project scope has changed since the PSR/PSSR, please explain.)

Date of PDT Kick off Meeting	Date of Field Review	Date of Env/Design Scoping Meeting: (PE to schedule meeting)
_____	_____	_____

THE FOLLOWING INFORMATION IS TO BE JOINTLY COMPLETED BY THE PROJECT ENGINEER AND THE SENIOR ENVIRONMENTAL PLANNER:

ESR submittal includes (Describe in general terms what has been submitted):

Environmental Studies will produce (Describe in general terms what the Environmental Office will produce with this submittal information):

The following additional information is necessary to complete PA&ED (Describe what information is still needed, if any, to complete environmental studies, on schedule):
Estimated submittal date:

ENVIRONMENTAL STUDY REQUEST AGREEMENT			
<p>We have discussed the project described above and agree upon the information provided. Subsequent information may be provided, as it becomes available. Each submittal will have a new ESR form attached. We agree that the Project Approval and Environmental Document (PA&ED) phase must be a flexible, collaborative effort involving Design, Environmental and the entire Project Development Team and that we will work together to achieve the scope and schedule established for this project.</p>			
PROJECT ENGINEER	DATE	SENIOR ENVIRONMENTAL PLANNER	DATE ¹

¹ Please note that the "Begin Environmental Studies" date for the project is the date that this form is signed by the Senior Environmental Planner and this is the date that should be entered into any environmental tracking databases for the BES date.